

## How to Use the Audio, Video, Studio Production, Presentation Equipment and Supplies Statewide Contract

Contract #: OFF30	Contract Duration: 09/01/2009 to 04/30/2015
MMARS #: OFF30*	Options to renew: None
Contract Manager: Tim Kennedy, 617-720-3107, <a href="mailto:tim.kennedy@state.ma.us">tim.kennedy@state.ma.us</a>	
This contract contains: Environmentally Preferable Products (EPP), Prompt Payment Discounts (PPD), Supplier Diversity Program (SDP)	

### Contract Summary

OFF30 and OFF30A can be used to procure professional and consumer-grade Audio, Video, Studio Production, Presentation, Photographic Equipment and Systems, Peripherals, Supplies, and Accessories.

OFF30 includes installation and service of these items; OFF30A does not include installation or services.

**This contract may not be used for projects valued at \$10,000 or more for construction, maintenance, or repairs, for vertical structures subject to MGL c. 149 § 44A; nor for projects valued at greater than \$10,000 for construction, maintenance, or repairs for public works subject to MGL c. 30, 39m.**

### Included Products and Services (OFF30 only)

- 1 Audio Equipment/Analog and Digital - Audio Mixers, Speaker Systems, Stereo Receivers / Equalizers, Compact Disc Players, AM/FM Radio, Public Address Systems (including Portable), Microphones, Amplifiers, Audio Recorder/Players, Duplicators
- 2 Video Equipment/ Analog and Digital (including Videoconferencing, Studio Production Equipment) - Video Cassette Recorders, Digital Video Disc Players, Laser Disc Players, Televisions (CRT, Plasma, LCD), Television Monitors/ Monitor Receivers, TV Combo Units (VCR, DVD, BD), Camcorders, Digital Video Recorders, High Definition Cameras (NON-Security Related), Digital Video Editing Systems, Teleprompters, Duplicators, Tripods
- 3 Presentation Equipment - Video Projection Screens including Rear Projection, Motorized, Tripod, Portable & Wall, Video Plasma Displays, LCD Panels; Visual Presentation Boards, Projectors: LCD, DLP (Digital Light Processing), Overhead, Slide, Film, Film Strip
- 4 Photographic Equipment - Cameras: Film, Digital Imaging, Studio, Document; Stand Alone Printers for Digital Camera Printing only, 35mm, SLR, small, medium & large format; Film Holders; Slide Printers; Lens Accessories; Film/Digital Post Processing
- 5 Peripherals/Supplies/Accessories (products in this category will include all used in relation with above Product Categories/Subcategories A-D) - Audio Visual Tables, Carts, Projector Mounting Systems,

Podiums, Lecterns, Stands, Equipment Cases, Headphones, Rackmounting Equipment, Test Equipment, Batteries, Chargers, AV Cables, Connectors, Adapters, Patch Panels, Multimedia Consoles, Switchers, Routers; Camera Accessories: Various Lenses, Tripods, Fluid Heads; Camera Support Equipment; related Software (OEM and Authoring); Video and photo storage (blank tapes, storage cards/discs)

### Excluded products and services

Some products and services that are not allowed under this contract include:

- Surveillance equipment and Security related cameras, systems, etc.
- Computer equipment and accessories except those specifically listed above.
- Videoconferencing services – managed services, network services, conference bridging services.

## Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

### Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

## Pricing and Purchase Options (All Categories)

Be sure to seek quotes from multiple contractors before placing an order, as pricing for commodities and services varies between vendors, especially for services.

This contract features fixed hourly rates, but the time required for any one project can vary considerably between vendors. The maximum hourly rate charged eligible entities for services is different for projects requiring Prevailing Wages compared to non-Prevailing Wage projects. If a project is not Prevailing Wage, then the maximum hourly rate is a specified fixed rate per contractor per labor classification. When an eligible entity specifies a Prevailing Wage project, the maximum hourly rate is then a specified markup per contractor over the Prevailing Wage rate. See <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/> for Prevailing Wage guidance.

Eligible entities may request a fixed-price quote for services.

Commodity prices are a discount from a standard commercial price list. Each contractor has a different standard commercial price list and different discounts. These are specified in contractors' cost tables, which are published with other OFF30 and OFF30A contract information on COMMBUYS.

### Prevailing Wage

Hourly service rates as a markup over the Prevailing Wage rate schedule

Contractor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Adtech	50%	50%	50%	50%	50%	50%
Advanced	15%	15%	15%	15%	15%	15%
AVI	48%	39%	17%	17%	29%	29%

Contractor	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
HB Comm	0%	0%	0%	0%	0%	0%
Perfecta	0%	0%	0%	0%	0%	0%
ProAV	0%	0%	0%	0%	0%	10%
Valley	0%	0%	0%	0%	0%	0%

## Non-Prevailing Wage

Hourly service rates

Contractor	Project Manager	Service Technician	Install Technician
Adtech	\$84.00	\$70.00	\$70.00
Advanced	\$84.00	\$70.00	\$65.00
AVI	\$103.83	\$68.51	\$65.29
HB Comm	\$92.00	\$88.00	\$72.00
Perfecta	\$90.25	\$80.75	\$76.00
ProAV	\$68.00	\$65.45	\$65.45
Valley	\$99.75	\$85.50	\$85.50

## Delivery

All Bidders are required to deliver items within 5-14 calendar days of receipt of an order if the item ordered is an in-stock product. If the product is out-of-stock or a customized order, the delivery date must be mutually agreed upon with the Purchasing Entity.

If the contractor finds that any order cannot be delivered at the agreed upon delivery date, they are required to notify the Purchasing Entity of the projected delivery date at time of order or within 24 hours of receipt of an order. Should that date later change, the Vendor must notify the Purchasing Entity of a new delivery date and have that new delivery date accepted by the Purchasing Entity.

## Delivery cost

Deliveries are FOB Destination, freight prepaid, with all product costs (including all delivery expenses) included in the Contractor's response to a Purchasing Entity's request for quote. "FOB (Free-on-board) destination" means delivery to the inside of the ordering entity's requested destination. Delivery charges are not allowed unless they are identified in the quote response and accepted by the Buyer. Delivery charges identified after the quote is accepted will not be paid. Delivery charges must not be more than the actual freight charge paid by the Contractor.

When an emergency or an express delivery is requested by a Purchasing Entity, the Vendor is allowed to charge the Purchasing Entity the actual cost of the delivery. The Vendor must inform the Purchasing Entity at time of order that there will be a delivery charge and its estimated cost. The Vendor must, if requested by the Purchasing Entity, provide a receipt for the delivery charge.

## Returns

All Purchasing Entities will be allowed a period of at least 30 calendar days after the receipt of an order to make any returns. The 30-day return policy is a requirement unless the Vendor at time of order clearly stated in writing to the Purchasing Entity that an item was not returnable. All items being returned by Purchasing Entities should be in their original packaging and in saleable condition. Some contractors have a return policy exceeding this minimum requirement.

## Where to Find Contract Information on COMMBUYS

Each of the 9 vendors on these contracts has been assigned a unique Master Blanket Purchase Order (MBPO) number. Vendor pricing is located in the line item catalog and in the cost table spreadsheet documents located in the attachments tab on the MBPO for each vendor.

### OFF30

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the [COMMBUYS](http://www.commbuys.com) (www.commbuys.com) website. Click on "Contract & Bid Search" then, select the "Contracts/Blankets" radio button.

- Enter "OFF30" in the Contract/Blanket Description field
- Select "Statewide Contract" from the Type Code pull-down menu
- Click "Find It"

### Vendor List and OFF30 Common Documents

An additional MBPO resulting from the above search includes "OFF30 Statewide Contract Documents and User Guide" in the Description field. This MBPO contains a list of all OFF30 vendors located in the Distributors list on the Vendor tab. Documents common to all OFF30 vendors, including the Contract User Guide (this document), the Request for Response (RFR OFF30) and its amendments, and the Vendor Quarterly Engagement Report template are located on the Attachments tab.

Contract/Blankets #	Description	Vendor Name
<a href="#">PO-14-1080-OSD01-OSD10-00000001159</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	Adtech Systems
<a href="#">PO-14-1080-OSD01-OSD10-00000001160</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	CCS Presentation Systems
<a href="#">PO-14-1080-OSD01-OSD10-00000001162</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	HB Communications, Inc.
<a href="#">PO-14-1080-OSD01-OSD10-00000001163</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	Perfecta Camera Corp.
<a href="#">PO-14-1080-OSD01-OSD10-00000001164</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	Pro AV Systems, Inc. SOMWBA M/WBE
<a href="#">PO-14-1080-OSD01-OSD10-00000001165</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	Providea Conferencing, LLC
<a href="#">PO-14-1080-OSD01-OSD10-00000001166</a>	OFF30 - Audio, Video, Multimedia Presentation Equipment & Services	Valley Communications Systems, Inc.
<a href="#">PO-15-1080-OSD01-OSD10-00000002148</a>	OFF30 Statewide Contract Documents and User Guide	Conversion Vendor

### OFF30A

To access vendor contracts, the Request for Response (RFR), related documents and form, please go to the [COMMBUYS](http://www.commbuys.com) (www.commbuys.com) website. Click on "Contract & Bid Search" then, select the "Contracts/Blankets" radio button.

- Enter "OFF30A" in the Contract/Blanket Description field
- Select "Statewide Contract" from the Type Code pull-down menu
- Click "Find It"

### Vendor List and OFF30A Common Documents

An additional MBPO resulting from the above search includes "OFF30A Statewide Contract Documents and User Guide" in the Description field. This MBPO contains a list of all OFF30A vendors located in the Distributors list on the Vendor tab. Documents common to all OFF30A

vendors, including the Contract User Guide (this document), the Request for Response (RFR OFF30A) and its amendments, and the Vendor Quarterly Engagement Report template are located on the Attachments tab.

Contract/Blankets #	Description	Vendor Name
<a href="#">PO-14-1080-OSD01-OSD10-00000000725</a>	OFF30A – Audio, Video, Multimedia Equipment only	Ockers Company
<a href="#">PO-14-1080-OSD01-OSD10-00000000727</a>	OFF30A – Audio, Video, Multimedia Equipment only	Troxell Communications, Inc.
<a href="#">PO-15-1080-OSD01-OSD10-00000002584</a>	OFF30 Statewide Contract Documents and User Guide	Conversion Vendor

## Strategic Sourcing Team Members

Name	Organization
John Holbrook	Massachusetts Emergency Management Agency
Faye Johnson	Department of Energy
Jennifer Mann	Department of Public Health
Peter Olejnik	Department of Revenue
Edward Peters	Department of Revenue
Gerard Plante	Department of Public Health
David Sheafer	Executive Office of Education
Robert Stone	Randolph Public Schools